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AGENDA:

10 May 1951

Memos:

24 January and 25 January 1951

Proposed a survey (or surveys) be undertaken on the following basis:

1. Testing and assessment programs now in the Agency.  
Estimated time six weeks.

Broad setting: having in mind recruiting, selection, placement, evaluation training and promotion.

Specific areas: operations at K Building; procedures in language area; Unclassified Clerical Pool; Unclassified Group A. Current testing and assessment procedures.

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-20-25 yrs.

*Dr. Tiedje (Medical Div.) - psychiatric + assessment studies re nervous breakdowns, new employees for a week. Big battery of tests given.*

2. Develop Agency wide method and program for tests, assessment and the whole rationale of recruiting, selection, placement, etc.

Details

- a. development of job criteria. All personnel?  
— Career Trainee; Employee Progress, etc. Validity of limitations in initial stages?
- b. centralization of program and its administration.
- c. consideration of selection and personnel records made uniform across divisional lines (now in effect?) as basic elements in evaluation and training.
- d. subsequent re-appraisal of capability and performance. Tests. Application below GS-11/12 level (Employee Progress) and above.
- e. should GS-11/12 procedures be different for high level professional officers; administrative officers; and on the other hand, clerical, secretary and lower administrative.

*100/yr.*

*How tie in with Empl. Progress Report system (Donoldson)*

*Semi-covert Covert Assessment process going on.*

*Aptitude for communications personnel*

3. Difficulties - heterogeneity of specialized personnel; relationships between general and specialized personnel; permanent and temporary staff (immaterial?)
4. Further studies that may be required as result of steps 1 and 2.

Contract

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works on a cost plus 7 1/2% basis. Originally estimated \$20,000 approximately; basis somewhat indefinite; only step 1 of survey or complete job? Actual bid costs plus \$600. Avail-

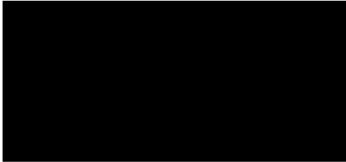
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Management's Interest

How about their tie-in?

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*Adviser on Management  
Assistant.*

3750  
165  
18750  
3750  
3750  
11312.50 1/2  
8625  
165  
113125  
51750  
8625  
1123125  
1075  
7115625  
1961875  
1423125  
15298.59375  
5000  
20000 11/8

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